

**COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE
PERSONNEL PROCEDURES
SECTION 700 (LECTURERS)**

Nazarian College
COLLEGE

Economics
DEPARTMENT

In order to facilitate a complete and expeditious review by the Personnel Planning and Review Committee (PP&R) of the changes you propose to your personnel procedures, please adhere to the format described below, and also fill out the Background Information. Attach this memo as a coversheet for the written material you submit to PP&R. The Department and College Committees are responsible for ensuring that the proposed procedures are consistent with Section 600 or Section 700, and with the Collective Bargaining Agreement.

FORMAT: *A complete Word version of your existing procedures is required as the starting point for the proposed revisions. Any proposed changes to your existing procedures must be indicated using the Track Changes feature of Word. The personnel procedures and a cover sheet are required to be submitted even if there are no proposed changes.*

BACKGROUND INFORMATION:

- CHECK ONE:** Are proposed changes those of College or Department procedures?
- Date that current proposed changes were sent forward 11/5/2020
- For Department Personnel Procedures:**
 - Indicate the date the department faculty voted to approve the proposed changes: 11/4/2020
 - Indicate the date the CPC voted to approve the proposed changes: 11/10/2020
- For College Personnel Procedures:**
 - Indicate the date the college faculty voted to approve the proposed changes: _____
- (Optional) Briefly state the rationale for your proposed changes:** _____

Please email the following to Faculty Affairs email at faculty_affairs@csun.edu:

- WORD DOCUMENT WITH TRACKED CHANGES** showing revisions to the personnel procedures
- Signed Cover Sheet** in PDF format.

FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)

<u>Glen Whitman</u> Chair, Department Personnel Committee	<u>[Signature]</u>	<u>6/24/2021</u> Date
<u>Anton D. Lowenberg</u> Department Chair	Digitally signed by Anton D. Lowenberg Date: 2021.06.23 17:48:53 -07'00'	<u>6/23/2021</u> Date

FOR DEPARTMENT PERSONNEL PROCEDURES OR COLLEGE PERSONNEL PROCEDURES: (Sign & Print Name)

<u>Rafael Efrat</u> Chair, College Personnel Committee	<u>Rafael Efrat</u>	<u>6/24/2021</u> Date
<u>[Signature]</u> College Dean	<u>Chandra Subramaniam</u>	<u>29-Jun-2021</u> Date
<u>Mary-Patricia Stein</u> Chair, Personnel Planning and Review Committee	<u>Mary-Patricia Stein</u>	<u>07/15/2021</u> Date

(for PP&R use only)	Fall 2021	
<u>Spring 2021</u>	<u>Fall 2024 (for changes in criteria)</u>	<u>Fall 2025</u>
Approval Date	Effective Date (see attached)	Date of Next Review

DEPARTMENT OF ECONOMICS
Procedures for Hiring and Review of Lecturers

The Department will hire and review the performance of lecturers in a manner consistent with Section 700 of the Administrative Manual, as well as the related personnel rules of the David Nazarian College of Business and Economics Faculty Handbook.